

PS 1150.05 SECURITY TECHNOLOGY, OFFICE OF



Change Notice

DIRECTIVE AFFECTED: 1150.05
CHANGE NOTICE NUMBER: 1150.05
DATE: 1/29/99

1. PURPOSE AND SCOPE. To update the Program Statement, **Office of Security Technology**.
2. SUMMARY OF CHANGES. The Program Statement has been revised to reflect the following:
 - a. The composition of the Office of Security Technology steering committee has been changed.
 - b. OST approval for technology items costing \$4,000 or more has been eliminated.
 - c. Disciplines responsible for specific technology systems will update Bureau-wide standards for those systems.
 - d. The OST Steering Committee now will be responsible for the annual review of OST technology priorities.
3. ACTION. File this Change Notice in front of the Program Statement, **Office of Security Technology**.

/s/
Kathleen Hawk Sawyer
Director



Program Statement

OPI: IPPA
NUMBER: 1150.05
DATE: 1/29/99
SUBJECT: Security Technology,
Office of

1. PURPOSE AND SCOPE. To define the duties and responsibilities of the Office of Security Technology (OST). This office, which is a branch within the Information, Policy, and Public Affairs Division (IPPA), is responsible for:

- Ž identifying new security-related technology and equipment,
- Ž evaluating its potential use,
- Ž assisting in its implementation, and
- Ž evaluating its effectiveness.

2. PROGRAM OBJECTIVES. The expected results of this program are:

a. Appropriate technology solutions will be introduced to the Bureau through a program of assessment, development, and evaluation.

b. Technical issues will be resolved beyond the routine duties of institutional staff.

c. Technical experts will be provided as needed.

d. Resources of other federal, State, county, and foreign law enforcement agencies will be used to improve staff expertise in technology areas by exchanging information.

3. DIRECTIVES AFFECTED

a. Directive Rescinded

PS 1150.04 Security Technology, Office of (9/4/96)

b. Directives Referenced

PS 1066.02 Evaluation of Pilot Initiatives (6/23/95)

PS 4100.03 BOP Acquisitions (12/31/97)

PS 4200.09 Facilities Operations Manual (4/3/96)

4. STANDARDS REFERENCED. None.

5. RESPONSIBILITIES. The Office of Security Technology performs the following functions to support field security operations:

a. Identifies and screens new security equipment and technology with potential for Bureau use. Selection of technologies for review is based upon security priorities identified by the Security Technology Steering Committee or the Executive Staff and field requests for technology solutions to security problems.

b. Coordinates with the relevant disciplines evaluations of new security technology products with potential for significant field application. Multiple products are assessed to identify the characteristics necessary to ensure effective use of the technology.

OST prepares a report for the Executive Staff which describes:

- ! the nature of the problem and the potential solution(s) evaluated,
- ! details of the evaluation, and
- ! products which meet Bureau needs (if any).

When appropriate, the report also includes a draft memorandum from the recipient Assistant Director to the field recommending the purchase of the technology and any other product information.

c. Establishes initial Bureau-wide standards for use of new technology systems. Once a technology is adopted for Bureau use, the respective division for the discipline using the technology systems shall be responsible for updating any Bureau-wide standards for that technology.

d. Establishes liaisons with other Federal and state law enforcement agencies and with other organizations to share knowledge and obtain assistance to evaluate new technologies.

6. STAFF ASSISTANCE AND REVIEW VISITS. OST staff members may be sent to any institution during or after a significant incident in which technology was either involved or could be part of an appropriate response. OST staff members may be appointed to after-action review teams to:

- Ž determine whether any failure occurred in security equipment or systems,
- Ž identify the cause of a failure, and
- Ž make recommendations to prevent reoccurrence.

OST staff are available for on-site review of specific security problems. If a Warden determines that assistance is required to identify a technological solution for a given problem or an innovative application of existing technology is needed, a request for OST assistance may be made through the respective Regional Director to the Assistant Director of IPPA. When approved, OST staff assistance shall be closely coordinated with institution staff and regional and Central Office administrators.

7. SECURITY TECHNOLOGY STEERING COMMITTEE. There shall be a standing Security Technology Steering Committee consisting of the Regional Correctional Services Administrators and Regional Facilities Administrators, and the following:

- Ž Deputy Assistant Director, IPPA - Co-Chairperson
- Ž Deputy Assistant Director, Correctional Programs Division (CPD) Co-Chairperson
- Ž Deputy Assistant Director, Administration Division (ADM) Co-Chairperson
- Ž Chief, Office of Security Technology, IPPA
- Ž Administrator, Correctional Services Branch, CPD
- Ž Chief, Facilities Management, ADM

The Steering Committee shall assess Bureau-wide security technology needs and review all major projects, planned or in progress, undertaken by OST. Annually, the Steering Committee shall recommend priorities for projects according to the needs assessment Steering Committee members developed. The Committee shall meet in-person at least annually, and as often as necessary via video conferencing.

8. SECURITY TECHNOLOGY RESEARCH PROJECTS

a. Based upon Steering Committee recommendations and/or Executive Staff approval, OST may fund a limited number of field research and development projects each year. Research and development projects selected for funding may be tested in an institution or a laboratory setting. Such projects shall be coordinated with appropriate Central Office and regional administrators.

- Ž When possible, local staff who initiated a selected project are to be involved in the development and testing.
- Ž OST shall prepare a written agreed upon plan of action to include:
 - institution responsibilities,
 - institution staff requirements,
 - points of contact, and
 - evaluation criteria.
- Ž For products tested in an institution, the Warden shall sponsor and provide staff to coordinate the project at the institution level.
- Ž Project staff shall be required to submit periodic progress reports to OST.
- Ž The frequency and format of reports may vary depending on the project's duration and scope.
- Ž Upon project completion, OST, with input from the project staff, shall prepare the appropriate documentation describing the results and making recommendations for the equipment/system's future use.

b. Priority shall be given to projects based on the following criteria:

- Ž Broad application among institutions
- Ž Potential to reduce life threatening security risks to staff and inmates
- Ž Potential to improve overall security effectiveness
- Ž Cost-effectiveness

c. Any Central Office branch, regional office, or institution may submit a project for consideration using the Security Technology Research Proposal form (Attachment A). The form must be signed by the Warden, the Regional Director, or appropriate Assistant Director and submitted to the Assistant Director, IPPA Division, Attn.: Office of Security Technology, Central Office.

9. PROCEDURES FOR EVALUATION OR DEVELOPMENT OF TECHNOLOGIES

a. Screening. OST shall review new security products with potential Bureau use to determine whether further testing is appropriate. While OST communicates with other law enforcement agencies and suppliers regularly, it is impossible for a single entity to screen all trade literature for products that may improve institutional security. Therefore, staff are encouraged to report new security technologies to OST.

b. Laboratory Testing. Whenever practical and appropriate, OST shall evaluate new security technology equipment/systems prior to operational deployment. OST does not maintain a laboratory, but has access to major laboratories when needed. Laboratory testing may reveal certain defects that would render equipment unsuitable for Bureau use, thus saving the expense of operational deployment and potential disruption to operations.

c. Pilot Testing. When appropriate, for new security - technology equipment being evaluated, OST shall submit a pilot proposal to the Assistant Director for IPPA, recommending a field test of the equipment at an institution. The proposal shall include:

- Ž a specific recommendation for the type of equipment to be used,
- Ž procedures to be followed, and
- Ž location(s) for the pilot test.

Larger pilots may require additional Executive Staff approval before being initiated.

Bureau employees shall report successful and failed security technologies to OST to help prevent reoccurring expenditures.

/s/
Kathleen Hawk Sawyer
Director

**BUREAU OF PRISONS
OFFICE OF SECURITY TECHNOLOGY**

Security Technology Evaluation Proposal

Name of Project:	Originator Name, Title, Location, Telephone No.:
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Description of Project:

Projected Costs:

Anticipated Benefits to Institution Operations:

Has this project already been initiated? If so, what is the current status?

Warden's Endorsement of Project:	Signature/Date
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Regional Director's Endorsement of Project:	Signature/Date
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